

Checklist – First Few Days on the Job

Items	Completed?	Notes
1. Orientation to the workplace:		
Park staff introductions		
Office supplies		
Equipment (location & check out)		
Computer and workspace		
Required trainings		
Standard operating procedures for buildings/vehicles		
Park overview (purpose, significance, history)		
Physical tour of park and fieldwork area		
Provide park maps		
2. Orientation to the community:		
General services (post office, laundromat etc.)		
Emergency services		
Social / Recreation		